LogSys5XXX

Devon & Somerset Gliding Club

Launch Point User Manual

March 2015

Edition 5.00

Also available on the Club's Website - see:

http://www.dsgc.co.uk

Devon & Somerset Gliding Club
LogSys5XXX User Manual – Launch Point

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1. Introduction

1.1. LogSys5XXX is one program combining three functions:

- **Launch Point**: logging all flights and calculating launch and soaring charges;
- **Office:** checking log records and posting data to the Club's accounting systems; and
- **Clubroom:** displaying members' accounts and flying data.

1.2. This guide explains the use of LogSys5XXX at the Launch Point.

1.3. The version of LogSys5XXX current at the time of writing this edition of manual was 5.165 dated 21st February 2015. As amendments and additions are made to the program, the program version number will change. However, the program will remain basically the same such that, whilst there may be changes in detail, updates of this manual will only be produced as necessary.

1.4. LogSys5XXX is the copyright of Robert Lee. The Club is licensed to use the program for its purposes only.

2. Overview – LogSys5XXX at the Launch Point

2.1. In broad terms LogSys5XXX:

- stores members' names and aircraft registrations and types, together with details of current launch and soaring charges;
- creates a record for each and every flight taking place from North Hill; and
- calculates charges for each flight, taking into account such things as who the pilot are, the type of flight being undertaken (eg normal club, course flight or trial lesson) and whether any discounts are due (eg second launch after a flight of less than 6 minutes).

2.2. Once the laptop PC is back in the office, data collected at the Launch Point is uploaded to the office PC for the purposes of the upkeep of members' accounts and the Club's financial accounts.

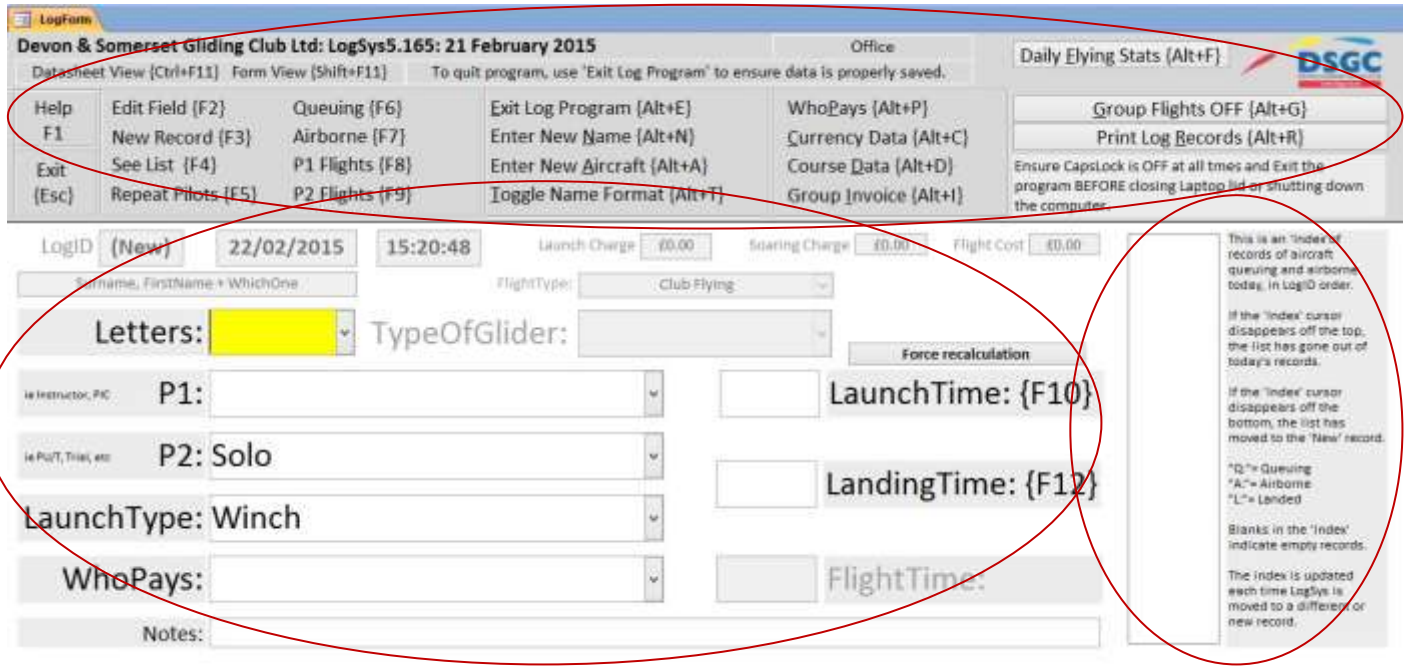
2.3. Accuracy in logging activities at the Launch Point is vital to ensure that:

- correct charges are made to members' accounts;
- the utilisation of the Club's aircraft is recorded accurately; and
- the Club complies with **its legal obligations** to maintain an accurate record of all flights

3. Log Form

3.1. The Log Form is in three parts:

- the upper section contains a set of functions to assist in making log records;
- the main section contains the fields to contain the data that is required; and
- the section on the right comprises an index function to help find records of flights where the aircraft is either queuing for launch or airborne.



3.2. Illustrated above is the Log Form which is how LogSys5XXX is most usually used at the Launch Point. However, it is also possible to display data in a spreadsheet format:

- **Ctrl-F11 to switch from Log Form to spreadsheet; and**
- **Shift-F11 to switch from spreadsheet to Log Form.**

3.3. Keystrokes:

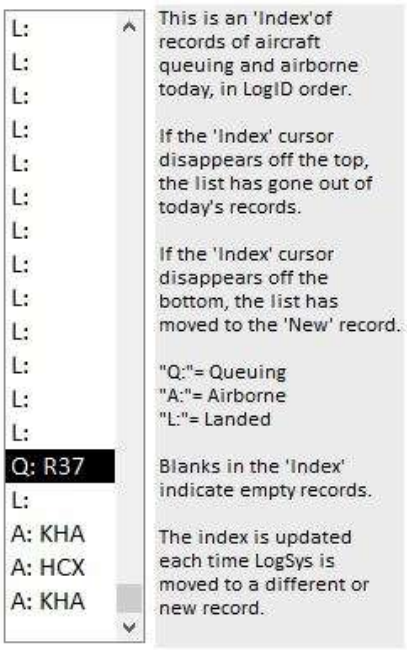
A few keystrokes are particularly frequently used:

- Use **{PageUp}** and **{PageDown}** to move between records.
- Use **{Tab}** or **{Return}** to advance through each fields in a record.
- Use **{Shift}+{Tab}** to go backwards through each field in a record.
- Use **{F10}** to enter a launch time;
- Use **{F12}** to enter a landing time.

Beyond that, loggers will quickly become familiar with the use of many other keystrokes, for which there are prompts in the upper section of the Log Form (see above). The table below outlines the purpose of each facility built into LogSys5XXX..

Function	Remarks
Help F1	Brings up a note summarising the different types of flights and how to enter them
Exit (Esc)	Used by program administrators to access other parts of LogSys5XXX (passworded)
Edit Field {F2}	Enables an entry to be corrected eg Notes field
New Record {F3}	Creates a new log blank record. PageDown will do the same, when at the last record
See List {F4}	Opens the relevant list for a particular field eg list of aircraft or names
Repeat Pilots {F5}	Once an aircraft's letters have been entered, if P1 and, where applicable, P2 are the same as that aircraft's previous flight, this will insert the names automatically
Queuing {F6}	Brings up a list of aircraft for which a log record has been created but where launch has not yet taken place.
Airborne {F7}	Brings up a list of aircraft which have been launched but have not landed
P1 Flights {F8}	Lists flights today ordered by P1 name
P2 Flights {F9}	Lists flights today ordered by P2 name
Exit Log Program {Alt+E}	THIS SHOULD ALWAYS BE USED TO CLOSE THE PROGRAM
Enter New Name {Alt+N}	Facility to see the list of names already entered and to enter new names
Enter New Aircraft {Alt+A}	Facility to see the list of aircraft already entered and to enter new aircraft
Toggle Name Format {Alt+T}	Facility to show names as either surname+first name or firstname+surname
WhoPays {Alt+P}	Lists all payees for today and the total amount of charges they have incurred. Note that charges shown are provisional and subject to the log being audited in the office (eg as to aerotow release heights, etc)
Currency Data {Alt+C}	Provides access to Data Display, as on the Clubroom PC
Course Data {Alt+D}	Provides a facility to see course data – see section 14 above
Group Invoice {Alt+I}	Provides an invoice, which can be printed in the clubroom, for group / evening trial lesson sessions. Lists each flight, charges and total sum payable
Daily Flying Stats {Alt+F}	Lists extensive data about each day's flying and provides a facility to email a summary report to club officers, when the launch point laptop is returned to the clubhouse.
Group Flights OFF / ON {Alt+G}	Normally, P2 defaults to "Solo" when a new record is created. When "Group Flights ON", then the default is changed to "G1 – Group / Day Trial First Lesson". This is intended for use on group / evening trial lessons to reduce the logging workload.

3.4. Index Facility:



The index facility, on the right-hand side of the Log Form, should be used to find records quickly. Illustrated here is a situation where:

- R37 is in the queue, awaiting a launch and (being shown inverted), this is the current record;
- KHA and HCX are airborne.

However, the index also reveals a mistake has been made in logging which must be corrected. Note that KHA appears as airborne twice and that cannot be correct. It must mean that KHA's earlier flight has not been properly landed. A logger, noticing this, must immediately establish the correct landing time for the previous flight and enter that time in the record of that flight. KHA's first airborne entry would then convert to "L" ie landed.

3.5. Num Lock

To enable the use of the Laptop keyboard's numeric pad, LogSys5XXX should be operated with Num Lock ON and that will be confirmed by the words "Num Lock" appearing on the bottom right of the PC screen.

3.6. ENSURE THAT AT ALL TIMES CAPSLOCK IS OFF!

3.7. MS Access is notorious internationally for causing problems with CapsLock on where, as in the case of LogSys5XXX, "combos" (ie where only entries can be made from an existing list of, in this case, names can be entered) are used. It is important to ensure that CapsLock is OFF at all times. If Caps Lock is NOT off, the words "Caps Lock" will appear at the bottom right of the PC screen, indicating Caps Lock is ON. If so, TURN CAPS LOCK OFF!!.

3.8. With CapsLock off, just enter the registration in the Letters field or name of individuals in the P1 or P2 fields and, when you press {Tab} or {Return} to move to the next field, LogSys5XXX will automatically insert capital letters as appropriate PROVIDED that the registration or name has been entered into LogSys5XXX WITH appropriate capital letters.

3.9. Where registrations or names have been entered, for example, only in lower case, then the registration or name will appear only in lower case. Worry not: hidden behind the registration or name (with or without capital letters) is a code number by which accounts are actually maintained! And sometime, the incorrect spelling will be spotted and corrected, where after registration or names will appear with appropriate capital letters.

3.10. **Again: do NOT try to enter capital letters in registrations or names: MS Access will just get confused!** If the registration or name, as already held in LogSys5XXX, has a capital letters, they will appear when you move to the next field: if the registration or name as held already in LogSys5XXX does not, then it will not! And if it does not, it matters not, from the viewpoint of maintaining accounts.

4. Types of Flight

4.1. There are six types of flight that each need to be recorded in slightly different ways:

1. Normal Club Flights;
2. Course Flights;
3. Family & Friends;
4. Non-chargeable Flights;
5. Trial Lessons;
6. Powered Aircraft

4.2. The sections below explain and illustrate how to log each of these types of flights.

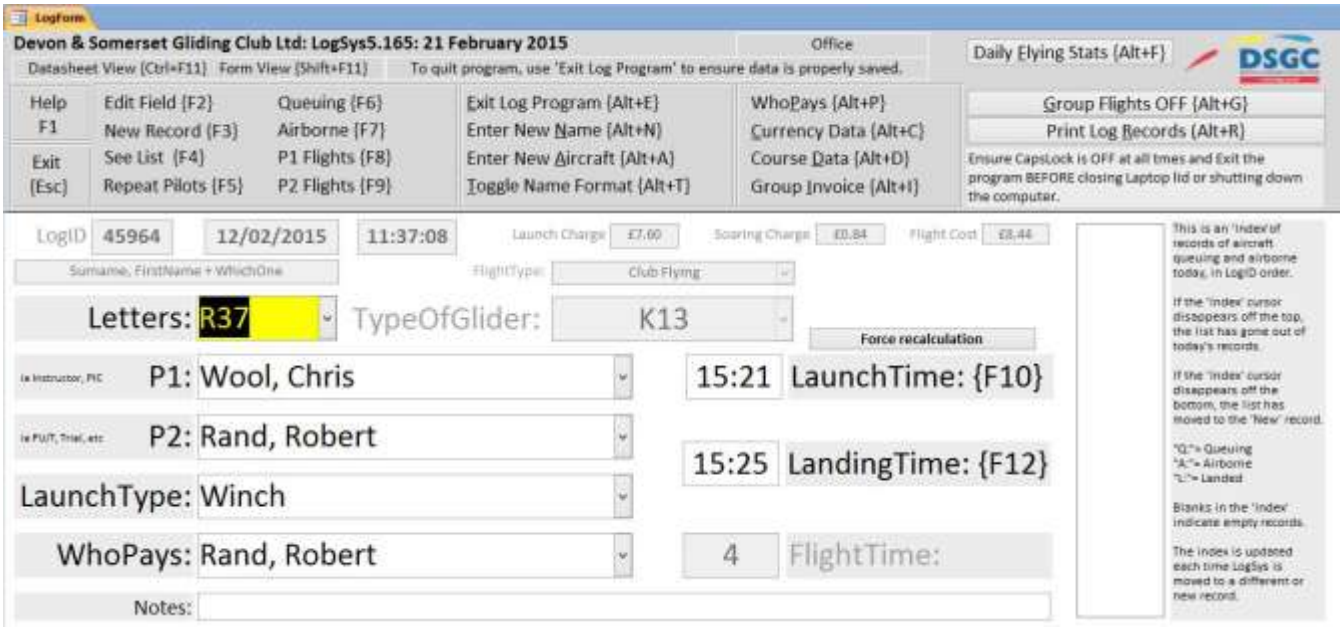
5. Normal Club Flights

5.1. A Normal Club flight is where P1 (solo) or P2 (ie the chargeable person) is a:

- club member;
- a temporary member;
- an EUGC or junior member.

5.2. Where P1 & P2 names have already been entered into LogSys5XXX, then the program will automatically recognise names and charge at the appropriate rate. Where however a member's name has yet to be entered, then use should be made of the temporary accounts, entering the relevant pilot's name in the "Notes" field. See sections 10 and 13 below.

5.3. A log record for a normal club flight is illustrated below. This shows a flight where the launch was at 13:28 which is still airborne.


LogForm
Devon & Somerset Gliding Club Ltd: LogSys5.165: 21 February 2015
Office
Daily Flying Stats (Alt+F)
DSGC
Datasheet View (Ctrl+F11) Form View (Shift+F11)
To quit program, use 'Exit Log Program' to ensure data is properly saved.
Help F1
Edit Field (F2)
New Record (F3)
See List (F4)
Repeat Pilots (F5)
Queuing (F6)
Airborne (F7)
P1 Flights (F8)
P2 Flights (F9)
Exit Log Program (Alt+E)
Enter New Name (Alt+N)
Enter New Aircraft (Alt+A)
Toggle Name Format (Alt+T)
WhoPays (Alt+P)
Currency Data (Alt+C)
Course Data (Alt+D)
Group Invoice (Alt+I)
Group Flights OFF (Alt+G)
Print Log Records (Alt+R)
Ensure CapsLock is OFF at all times and Exit the program BEFORE closing Laptop lid or shutting down the computer.
LogID 45964
12/02/2015
11:37:08
Launch Charge £7.00
Soaring Charge £0.84
Flight Cost £8.44
Surname, FirstName + WhichOne
FlightType: Club Flying
Letters: R37
TypeOfGlider: K13
Force recalculation
P1: Wool, Chris
15:21
LaunchTime: {F10}
P2: Rand, Robert
15:25
LandingTime: {F12}
LaunchType: Winch
WhoPays: Rand, Robert
4
FlightTime:
Notes:
This is an 'index' of records of aircraft queuing and airborne today, in LogID order.
If the 'index' cursor disappears off the top, the list has gone out of today's records.
If the 'index' cursor disappears off the bottom, the list has moved to the 'New' record.
"Q:"= Queuing
"A:"= Airborne
"L:"= Landed
Blanks in the 'index' indicate empty records.
The index is updated each time LogSys is moved to a different or new record.

5.4. **Flight Cost Shared**

Where P1 & P2 are club members undertaking a normal club flight, they may elect to share the cost mutually. Where that is the case, in the "WhoPays" field, select "Flight Cost Shared". LogSys5XXX will then automatically charge half the total flight cost to each member.

6. Course Flights

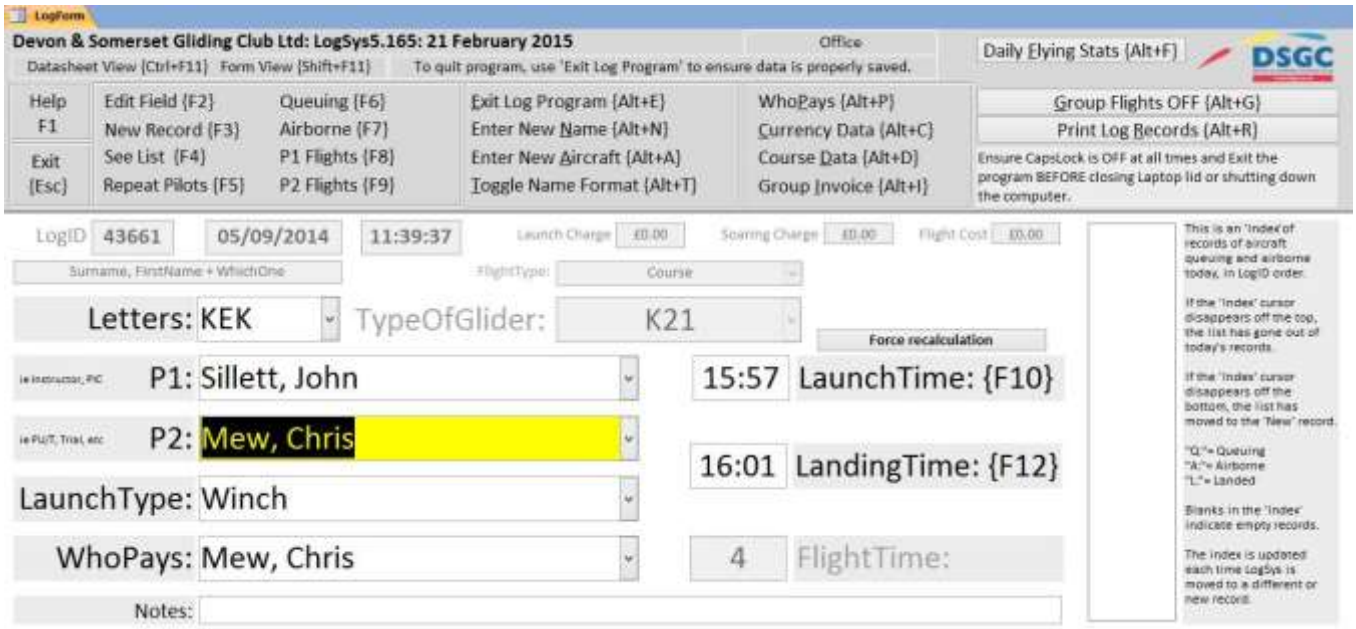
6.1. A Course flight is one where P1(solo) or P2 is a person on a current course.

6.2. Club officers are responsible for entering course dates and course members into LogSys5XXX.

6.3. Once that is done, loggers need simply enter log data as for a normal club flights (see Section 5). LogSys5XXX will then automatically recognise current course members and will mark their flights as "Course" and enter nil charges into the launch and soaring charge fields.

6.4. So when, for example, course flights and normal club flying are in progress at the same time, loggers need simply enter the basic details of each flight and LogSys5XXX will automatically determine the appropriate charge, differentiating as necessary between a normal club flight and a course flight.

6.5. A log record for a typical course flight is illustrated below.


LogForm
Devon & Somerset Gliding Club Ltd: LogSys5.165: 21 February 2015
Office
Daily Flying Stats (Alt+F)
DSGC
Datasheet View (Ctrl+F11) Form View (Shift+F11)
To quit program, use 'Exit Log Program' to ensure data is properly saved.
Help F1
Edit Field (F2)
New Record (F3)
See List (F4)
Repeat Pilots (F5)
Queuing (F6)
Airborne (F7)
P1 Flights (F8)
P2 Flights (F9)
Exit Log Program (Alt+E)
Enter New Name (Alt+N)
Enter New Aircraft (Alt+A)
Toggle Name Format (Alt+T)
WhoPays (Alt+P)
Currency Data (Alt+C)
Course Data (Alt+D)
Group Invoice (Alt+I)
Group Flights OFF (Alt+G)
Print Log Records (Alt+R)
Exit (Esc)
Ensure CapsLock is OFF at all times and Exit the program BEFORE closing Laptop lid or shutting down the computer.
LogID 43661
05/09/2014
11:39:37
Launch Charge £0.00
Soaring Charge £0.00
Flight Cost £0.00
Surname, FirstName + WhichOne
FlightType: Course
Letters: KEK
TypeOfGlider: K21
Force recalculation
P1: Sillett, John
15:57 LaunchTime: {F10}
P2: Mew, Chris
16:01 LandingTime: {F12}
LaunchType: Winch
WhoPays: Mew, Chris
4 FlightTime:
Notes:
This is an 'Index' of records of aircraft queuing and airborne today, in LogID order.
If the 'Index' cursor disappears off the top, the list has gone out of today's records.
If the 'Index' cursor disappears off the bottom, the list has moved to the 'New' record.
"Q"= Queuing
"A"= Airborne
"L"= Landed
Blanks in the 'Index' indicate empty records.
The Index is updated each time LogSys is moved to a different or new record.

6.6. If a course flight is launched as an aerotow, whilst there is no soaring charge, the aerotow charge IS payable. Aerotows are not included in any course fee. LogSys5XXX will automatically recognise such situations and charge appropriately automatically.

7. Family & Friends

7.1. A Family & Friends flight is one where P2 is a guest of a FULL DSGC MEMBER and is charged at normal club rates. P1 must normally be an instructor.

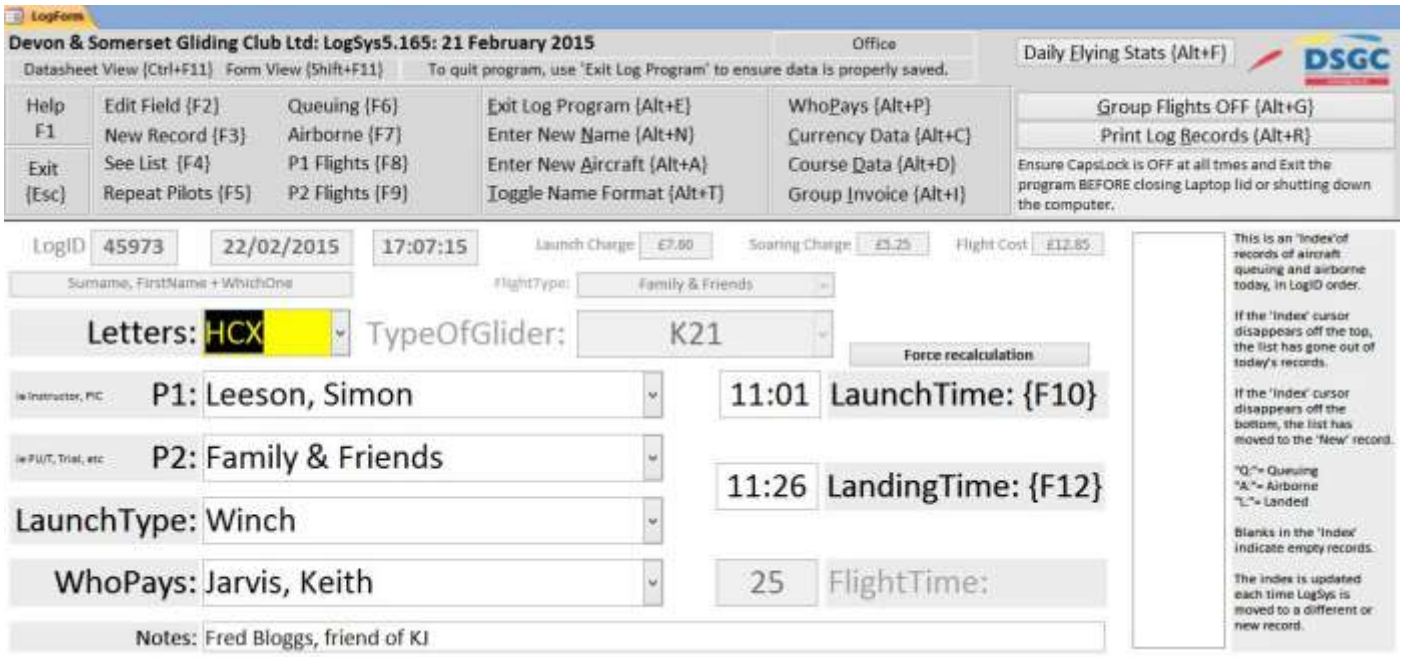
7.2. This type of flight is NOT available, for example, to a guest of a temporary or reciprocal member. Where such a person wishes to fly, the flight must be treated as a Trial Lesson – see a later section in this User Guide.

7.3. It is important that a Temporary Membership Application form is completed by any visitor before any flight.

7.4. Details for Family & Friends flights are logged as for a normal club flight but:

- in the “P2” field, enter “Family & Friends”;
- in the “WhoPays” field, enter the relevant member’s name who is to pay for the flight; and
- in the “Notes” field, enter the name of the guest.

7.5. The log record for a typical Family & Friends is illustrated below.


LogForm
Devon & Somerset Gliding Club Ltd: LogSys5.165: 21 February 2015
Office
Daily Flying Stats (Alt+F)
DSGC
Datasheet View (Ctrl+F11) Form View (Shift+F11)
To quit program, use 'Exit Log Program' to ensure data is properly saved.
Help F1
Exit (Esc)
Edit Field (F2)
New Record (F3)
See List (F4)
Repeat Pilots (F5)
Queuing (F6)
Airborne (F7)
P1 Flights (F8)
P2 Flights (F9)
Exit Log Program (Alt+E)
Enter New Name (Alt+N)
Enter New Aircraft (Alt+A)
Toggle Name Format (Alt+T)
WhoPays (Alt+P)
Currency Data (Alt+C)
Course Data (Alt+D)
Group Invoice (Alt+I)
Group Flights OFF (Alt+G)
Print Log Records (Alt+R)
Ensure CapsLock is OFF at all tmes and Exit the program BEFORE closing Laptop lid or shutting down the computer.
LogID 45973
22/02/2015
17:07:15
Launch Charge £7.80
Soaring Charge £5.25
Flight Cost £12.85
Surname, FirstName + WhichOne
FlightType: Family & Friends
Letters: HCX
TypeOfGlider: K21
Force recalculation
P1: Leeson, Simon
11:01 LaunchTime: {F10}
P2: Family & Friends
11:26 LandingTime: {F12}
LaunchType: Winch
WhoPays: Jarvis, Keith
25 FlightTime:
Notes: Fred Bloggs, friend of KJ
This is an 'Index' of records of aircraft queuing and airborne today, in LogID order.
If the 'Index' cursor disappears off the top, the list has gone out of today's records.
If the 'Index' cursor disappears off the bottom, the list has moved to the 'New' record.
"Q:"= Queuing
"A:"= Airborne
"L:"= Landed
Blanks in the 'Index' indicate empty records.
The index is updated each time LogSys is moved to a different or new record.

8. Non-Chargeable Flights

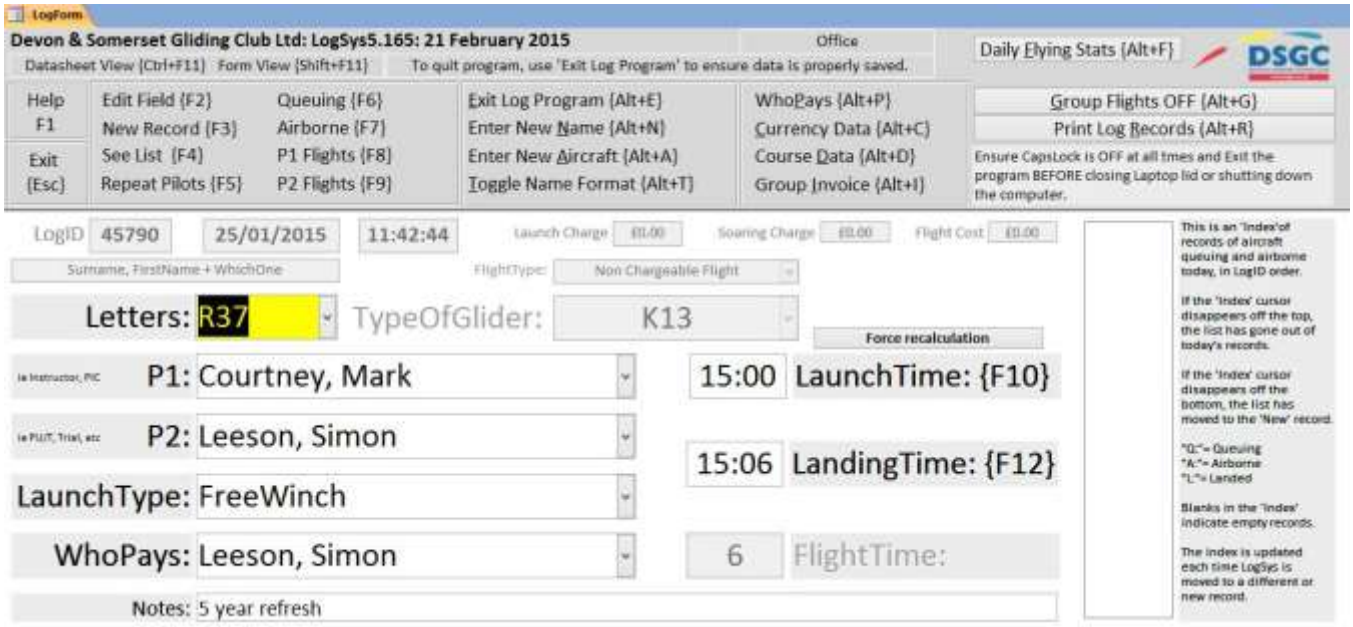
8.1. Non-chargeable flights are to be by exception and subject in each case to approval of the CFI, his deputy or the duty instructor. The purposes for which they may be approved are limited to:

- instructor check flights with the CFI or his deputy;
- club aircraft check flights;
- met check flights <6 mins; and
- hangar landing flights < 6 mins.

8.2. Such flights are logged as for a normal club flight but:

- in the “LaunchType” field, enter “Free Winch” or “Free Aerotow” as appropriate; and
- in the “Notes” field, enter the purpose of flight (which will be one of those set out in 7.1 above).

8.3. A log record for a typical Non-Chargeable Flight is illustrated below:

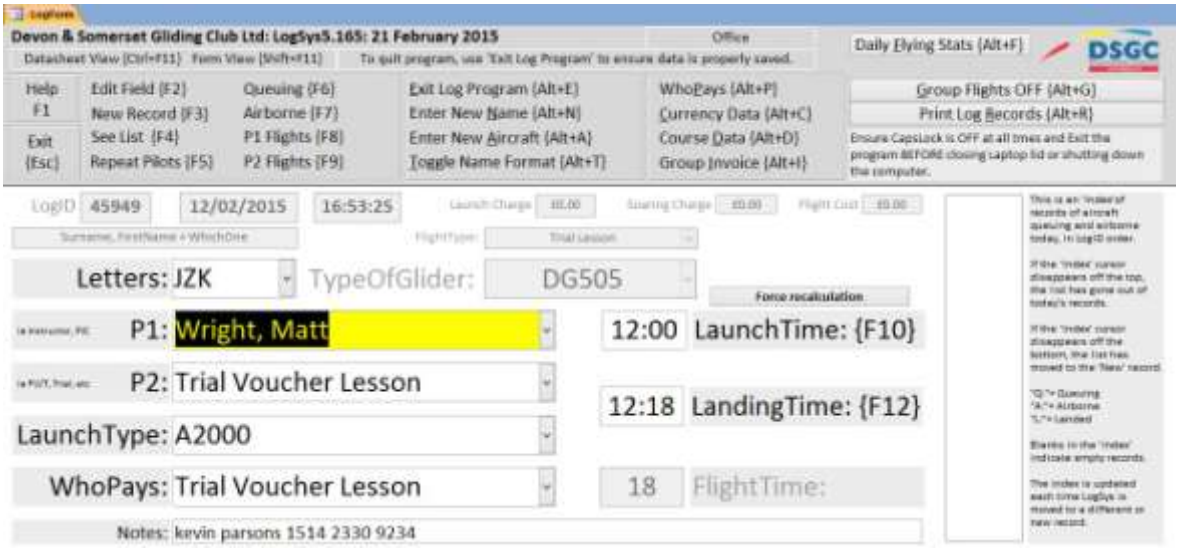

LogForm
Devon & Somerset Gliding Club Ltd: LogSys5.165: 21 February 2015
Office
Daily Flying Stats {Alt+F}
DSGC
Datasheet View {Ctrl+F11} Form View {Shift+F11}
To quit program, use 'Exit Log Program' to ensure data is properly saved.
Help F1
Edit Field {F2}
New Record {F3}
See List {F4}
Repeat Pilots {F5}
Queuing {F6}
Airborne {F7}
P1 Flights {F8}
P2 Flights {F9}
Exit Log Program {Alt+E}
Enter New Name {Alt+N}
Enter New Aircraft {Alt+A}
Toggle Name Format {Alt+T}
WhoPays {Alt+P}
Currency Data {Alt+C}
Course Data {Alt+D}
Group Invoice {Alt+I}
Group Flights OFF {Alt+G}
Print Log Records {Alt+R}
Ensure CapsLock is OFF at all tmes and Exit the program BEFORE closing Laptop lid or shutting down the computer.
LogID 45790
25/01/2015
11:42:44
Launch Charge
Soaring Charge
Flight Cost
Surname, FirstName + WhichOne
FlightType: Non Chargeable Flight
Letters: R37
TypeOfGlider: K13
Force recalculation
P1: Courtney, Mark
15:00 LaunchTime: {F10}
P2: Leeson, Simon
15:06 LandingTime: {F12}
LaunchType: FreeWinch
WhoPays: Leeson, Simon
6 FlightTime:
Notes: 5 year refresh
This is an 'Index'of records of aircraft queuing and airborne today, in LogID order.
If the 'Index' cursor disappears off the top, the list has gone out of today's records.
If the 'Index' cursor disappears off the bottom, the list has moved to the 'New' record.
"Q:"= Queuing
"A:"= Airborne
"L:"= Landed
Blanks in the 'Index' indicate empty records.
The index is updated each time LogSys is moved to a different or new record.

9. Trial Lessons

9.1. Apart from "Family & Friends" trial flights (see above), the table below sets out the different types of trial lessons that take place at North Hill and for each of which different arrangements variously apply, most importantly, as far as logging is concerned, in terms of the appropriate charge to apply. It is therefore ESSENTIAL that the logger is clear about the type of trial lesson that is to take place in order to ensure the flight is correctly recorded. And for that, reference should be had to the table below. Note that this information is also displayed in the Launch Point Vehicle for easy reference.

CATEGORY	P2	WHO PAYS	NOTES
EUGC	Exeter University	Exeter University	Name of P2
Evening or Day Group 1st Flight	**G1** (Group First Trial Lesson) or **GJ1** (Group Junior First Trial Lesson)	**G1** (Group First Trial Lesson) or **GJ1** (Group Junior First Trial Lesson)	Name of P2
Evening or Day Group Further Flights	**G2** (Group Second Trial Lesson) or **GJ2** (Group Second Trial Lesson)	**G2** (Group Second Trial Lesson) or **GJ2** (Group Second Trial Lesson)	Name of P2
Open Weekend	Trial Voucher Lesson	Trial Voucher Lesson	Name of P2 and Sequence #
Voucher Flights	Trial Voucher Lesson	Trial Voucher Lesson	Name of P2 & Voucher #
Day Trial Lesson 1st Flight	**D1** (Day First Trial Lesson) or **DJ1** (Day Junior First Trial Lesson)	**D1** (Day First Trial Lesson) or **DJ1** (Day Junior First Trial Lesson)	Name of P2
Day Trial Lesson Further Flights on Same Day	**D2** (Day Second Trial Lesson) or **DJ2** (Day Junior Second Trial Lesson)	**D2** (Day Second Trial Lesson) or **DJ2** (Day Junior Second Trial Lesson)	Name of P2

9.2. A log record for a typical trial lesson is illustrated below.



9.3. Before any trial lesson takes place, it is essential that a Temporary Membership Application Form is completed in respect of the person to have the trial lesson - for legal reasons!

10. Flights by Temporary Members

10.1. A person may seek to fly at North Hill as a temporary member where that person:

- has formerly had a Voucher Flight (the price of which includes 3 month period of temporary membership to run from the first date upon which that person takes additional flights at normal club rates); or
- has formerly had a Day Trial Lesson (the price of which includes a 3 month period of temporary membership to run from the first date upon which that person takes additional flights at normal club rates); or
- is a member of another gliding club which offers reciprocal membership to DSGC members (in which case, the visiting person is granted temporary membership limited to 5 days per year); or
- is a member of another gliding club but which does NOT offer DSGC members reciprocal membership (in which case the visiting person is required to pay a daily charge to DSGC, as set out in DSGC's current schedule of charges, for temporary membership).

10.2. No other persons may be permitted to fly as a temporary member at North Hill.

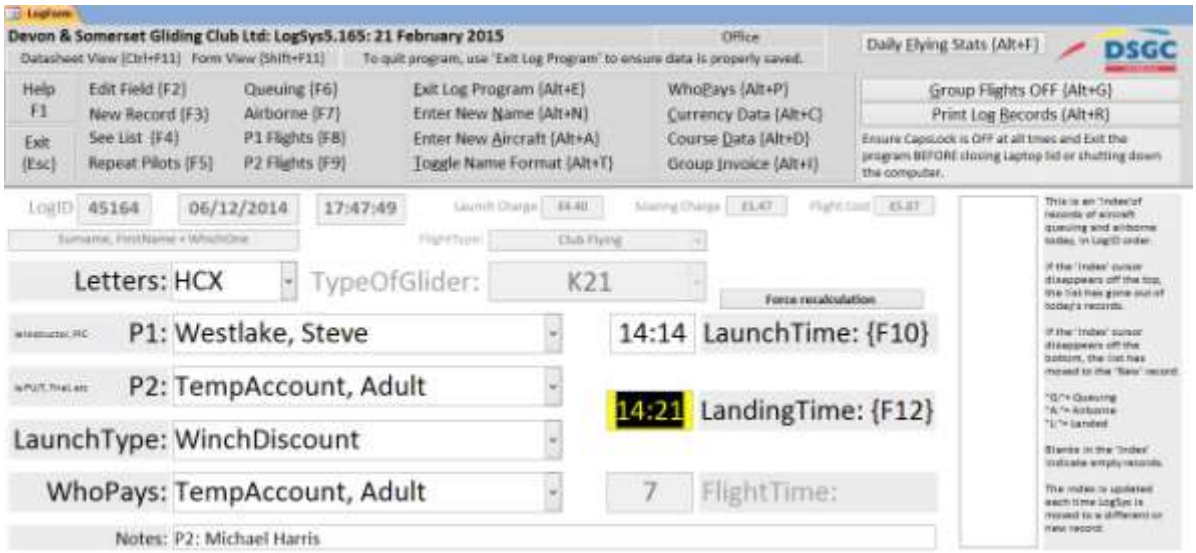
10.3. A check should first be made as to whether a visitor's name has already been entered into LogSys5XXX. Where it has not, then generally a visitor's flights should be entered using one or other of the temporary accounts, of which there are two:

- Temporary Account, Adult; and
- Temporary Account, Junior

In all instances where a temporary account is used, the "Notes" field MUST be completed with the visitor's name.

10.4. Check that any temporary member has completed a Temporary Membership Application Form (<u>for legal reasons</u>!) and, before visitors leave North Hill, that proper arrangements are in place for settlement of any sums owed to DSGC.

10.5. An example of a flight by a visitor, as a temporary member, and using the Temporary Account



11. Powered Aircraft

11.1. Flights of this type fall into two types:

- aircraft based at the Club (eg the Falkes G-BKVG and G-CDSC); and
- aircraft based elsewhere, eg:
    - R101 (Cub)
    - G-BUVO (Cessna 182)
    - G-BACE (RF5)

11.2. Launch charges in such cases are charged by LogSys5XXX to the P1 member, except for G-BKVG, where the charge is logged to a group account.

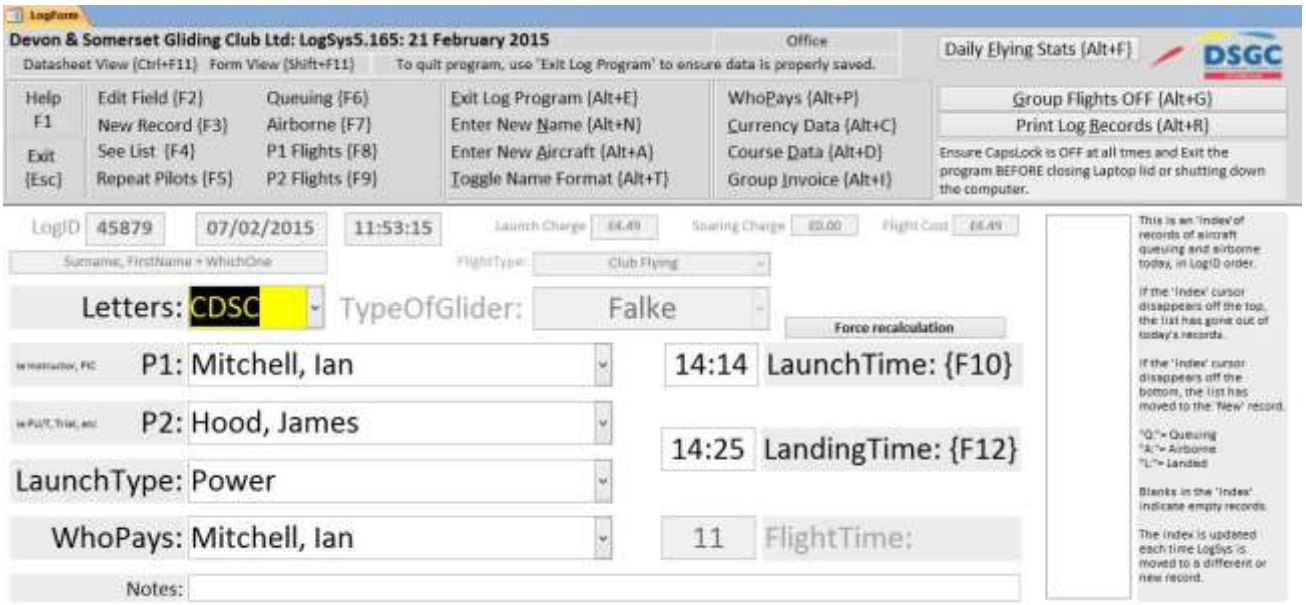
11.3. It is NOT necessary to record any touch-and-go: again, owners are responsible for recording and for accounting for those. Simply record the initial take off and final landing.

11.4. In the case of all powered flights:

- in the “Letters” field, enter the aircraft registration without the “G-“;
- enter P1 and, as appropriate, P2 names as normal; and
- in the “LaunchType” field, enter “Power”.

11.5. In the case of G-DSGC (Pawnee) when aerotowing, “TugDuty” will appear in the “LaunchType” field. Where the Club’s Pawnee is flown for reasons other than towing or as a check flight, then is should be logged as “Power” and a launch and flying time charges should be made to the relevant P1’s account.

11.6. A log record for a typical powered aircraft flight is illustrated below.



12. Aerotows

12.1. A range of aerotow entries can be made in the "LaunchType" field, ranging from A1500 up to A5000, in 500 ft intervals. There is also provision for reduced cost aerotows for use **ONLY** when exceptionally authorised: AR1500 and AR2000.

12.2. Exactly which aerotow height to enter is NOT critical. In the office, aerotow release heights are checked against the tug log and it is the tug log that is taken as definitive as to the aerotow height. It is NOT necessary, for example, for the logger to use the radio to ask planned release height: doing so can cause confusion and distract pilots getting ready to launch, apart from being unnecessary radio "chatter". The important point is that, if a launch is by aerotow, then an aerotow type launch is entered – say "A2000" if any doubt as to what is intended. Doing that at least helps to find and check aerotow launches in the office later.

12.3. When a launch is by aerotow, ensure "A2000" (or whatever) is entered into the "LaunchType" field before pressing {F10} when the launch commences. Then, as soon as {F10} has been pressed, LogSys5XXX will automatically make a log record for the Tug (Pawnee by default).

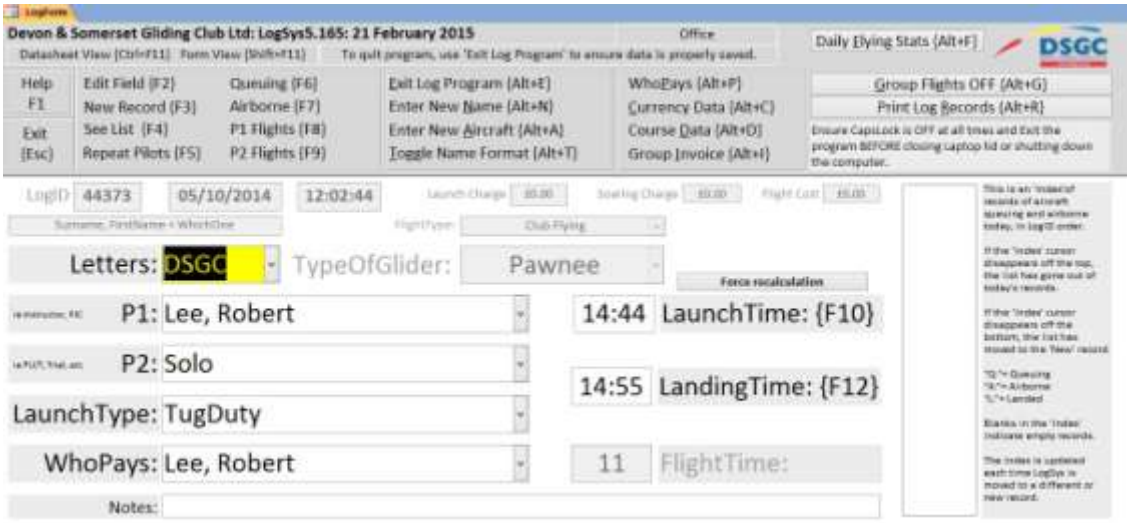
12.4. When the tug record appears for the first time on any given day, it will be necessary to enter the tug P1 name. On any subsequent tug launches, the tug P1 will come up as the name of the tug pilot who last flew the tug. If different, then change the name on the new tug log record.

12.5. Where the tug aircraft is other than the Pawnee (DSGC), then it will be necessary to change the aircraft identification in the "Letters" field from "DSGC" to the appropriate registration (always without the "G-").

12.6. Where a glider is launched as a winch launch that should have been launched as an aerotow and this is changed after a launch, two things may happen:

- the program will insert a log record for the tug aircraft (to be completed as usual as above); and
- if the tug should already have landed (eg if the correction is made after 10 minutes from the original launch time for an A2000, or 15 mins for an A3000, etc) then an approximate landing time will automatically be calculated and inserted by the program.

12.7. A log record for a typical tug launch is illustrated below.



13. New Names ie Creating New Accounts in LogSys5XXX

13.1. The general principles about the creation of new accounts are that:

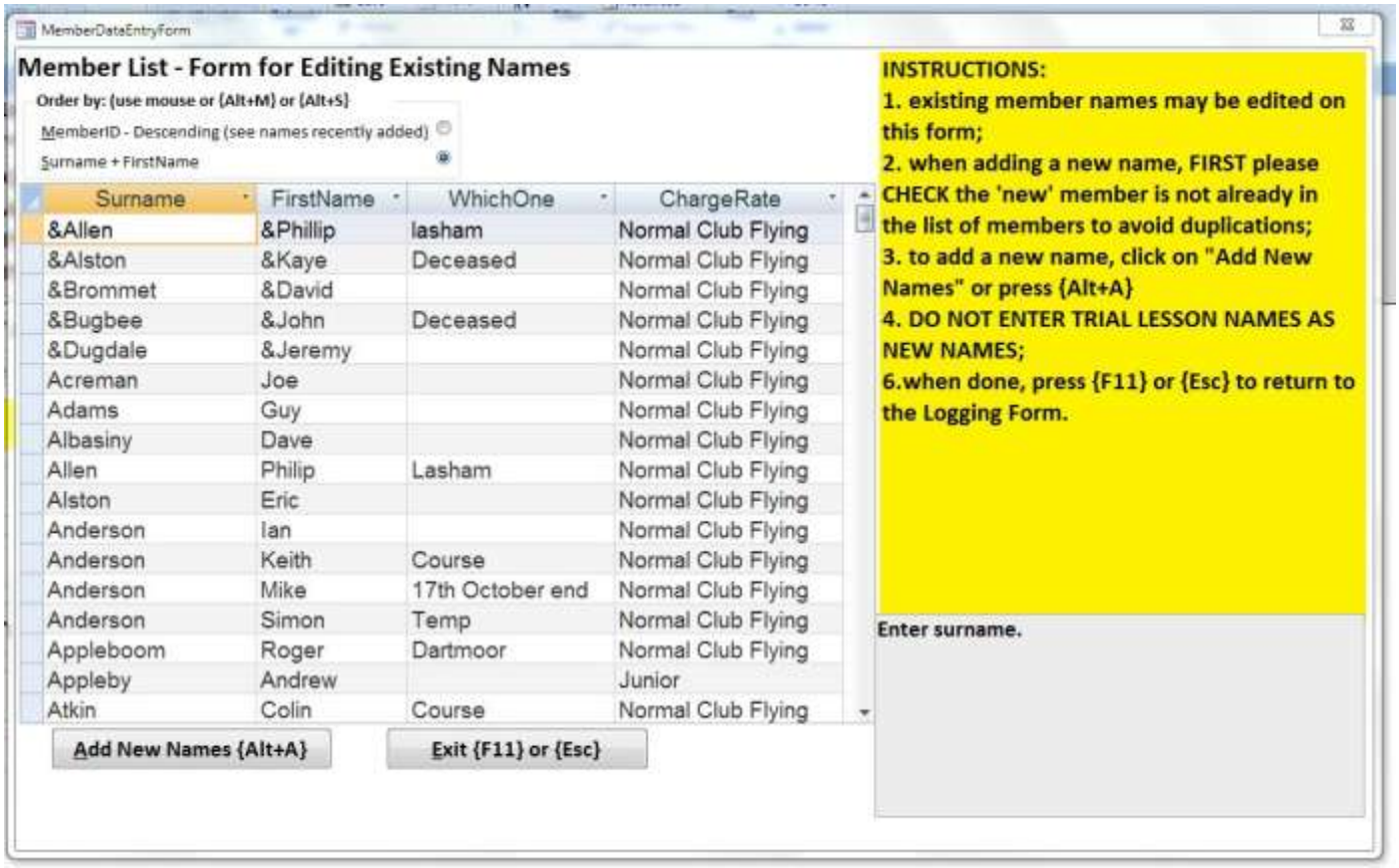
- the wish is not to clutter LogSys5XXX (and indirectly the Club's accounting program) with new names unnecessarily;
- if a member is unlikely to undertake a significant amount of flying at North Hill, then use should be made of temporary accounts already set up within LogSys5XXX;
- a member's name should be entered, through the "New Names" process (see below), ONLY where that person is likely to undertake a significant amount of flying at North Hill.

13.2. New names will NORMALLY be entered by the Cashier. Pending that, in order to log flights by members for whom a LogSys5XXX account has not yet been created, use should be made of one or other of the temporary accounts, of which there are two:

- Temporary Account, Adult; and
- Temporary Account, Junior

In all instances where a temporary account is used, the "Notes" field MUST be completed with the visitor's name.

13.3. To enter a new name into LogSys5XXX, start by selecting "Enter New Name" and the following form will appear:

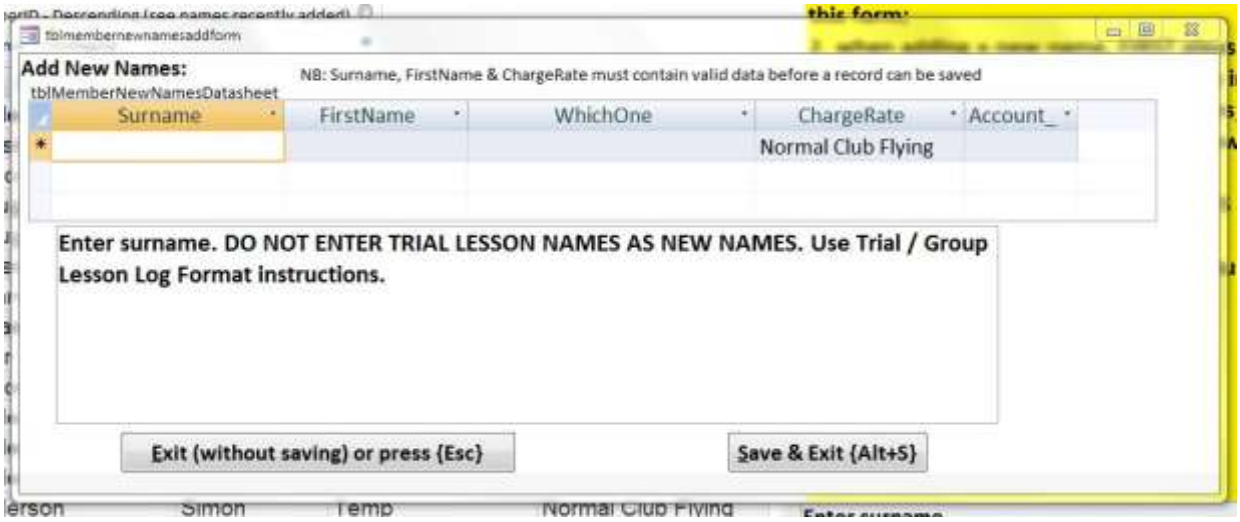

MemberDataEntryForm
Member List - Form for Editing Existing Names
Order by: (use mouse or (Alt+M) or (Alt+S)
MemberID - Descending (see names recently added)
Surname + FirstName
Surname
FirstName
WhichOne
ChargeRate
&Allen &Phillip lasham Normal Club Flying
&Alston &Kaye Deceased Normal Club Flying
&Brommet &David Normal Club Flying
&Bugbee &John Deceased Normal Club Flying
&Dugdale &Jeremy Normal Club Flying
Acreman Joe Normal Club Flying
Adams Guy Normal Club Flying
Albasiny Dave Normal Club Flying
Allen Philip Lasham Normal Club Flying
Alston Eric Normal Club Flying
Anderson Ian Normal Club Flying
Anderson Keith Course Normal Club Flying
Anderson Mike 17th October end Normal Club Flying
Anderson Simon Temp Normal Club Flying
Appleboom Roger Dartmoor Normal Club Flying
Appleby Andrew Junior
Atkin Colin Course Normal Club Flying
Add New Names (Alt+A)
Exit (F11) or (Esc)
INSTRUCTIONS:
1. existing member names may be edited on this form;
2. when adding a new name, FIRST please CHECK the 'new' member is not already in the list of members to avoid duplications;
3. to add a new name, click on "Add New Names" or press (Alt+A)
4. DO NOT ENTER TRIAL LESSON NAMES AS NEW NAMES;
6.when done, press (F11) or (Esc) to return to the Logging Form.
Enter surname.

13.4. Note that this list can be ordered by either MemberID (ie the order in which the names were added over time) or by surname+firstname (which is the default).

13.5. There are clear on-screen instructions at all stages. Please read the notes and explanations CAREFULLY.

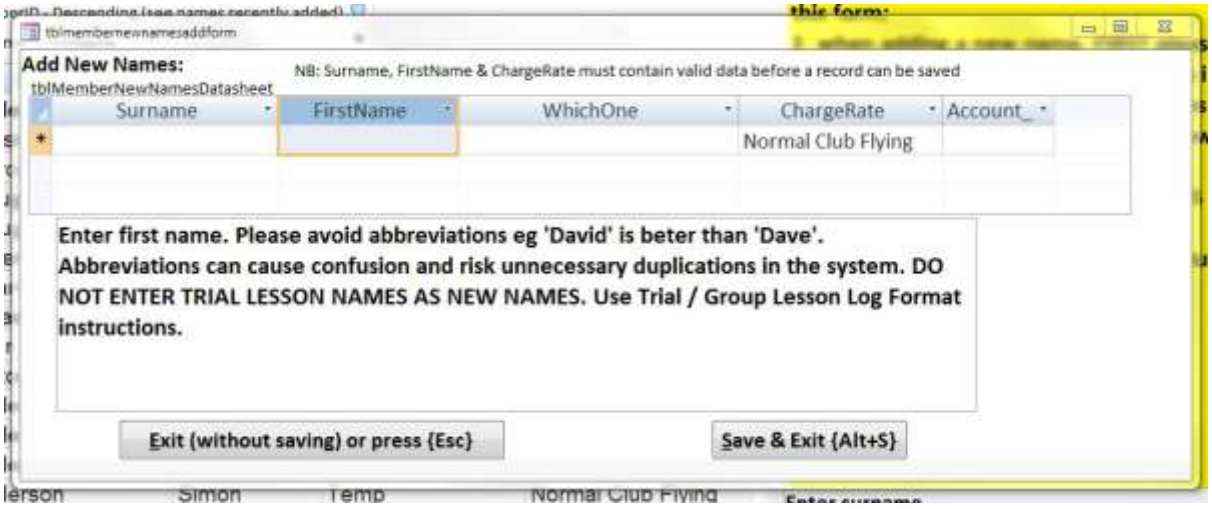
13.6. And please do NOT add names that are already in the list: sorting things out when that happens is a real pain. BEFORE ADDING A NEW NAME, PLEASE CHECK CAREFULLY FIRST THAT THE NAME IS NOT ALREADY IN THE LIST!

13.7. If a new name does need to be added, then click on “Add New Names” or press {Alt+A} and a new form will appear:

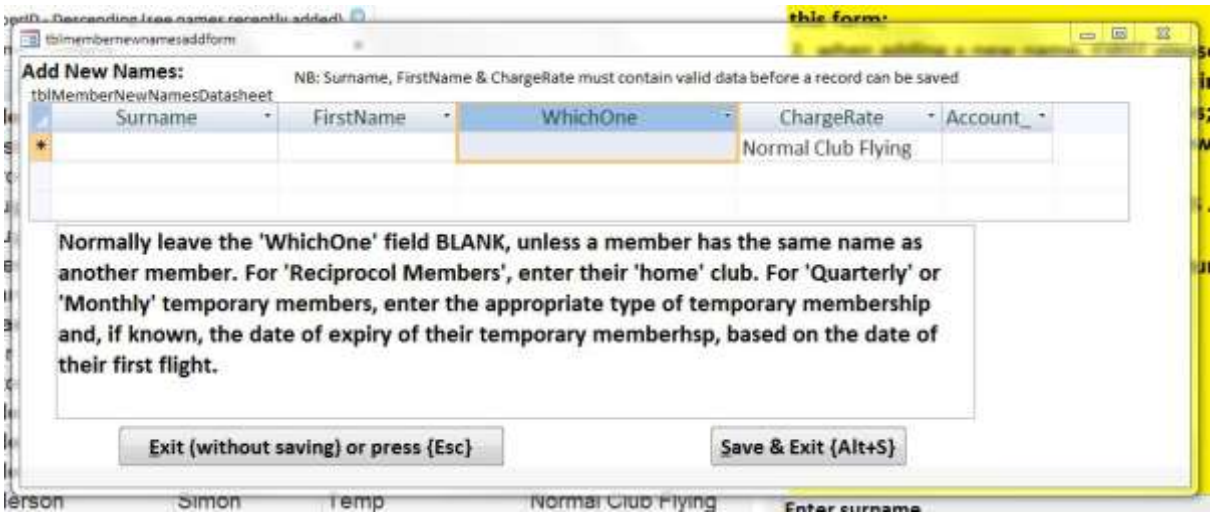

tblmembernewnamesaddform
Add New Names:
NB: Surname, FirstName & ChargeRate must contain valid data before a record can be saved
tblMemberNewNamesDatasheet
Surname
FirstName
WhichOne
ChargeRate
Account_
Normal Club Flying
Enter surname. DO NOT ENTER TRIAL LESSON NAMES AS NEW NAMES. Use Trial / Group Lesson Log Format instructions.
Exit (without saving) or press {Esc}
Save & Exit {Alt+S}

13.8. Again, there are clear on-screen instructions at all stages. Please read the notes and explanations CAREFULLY.

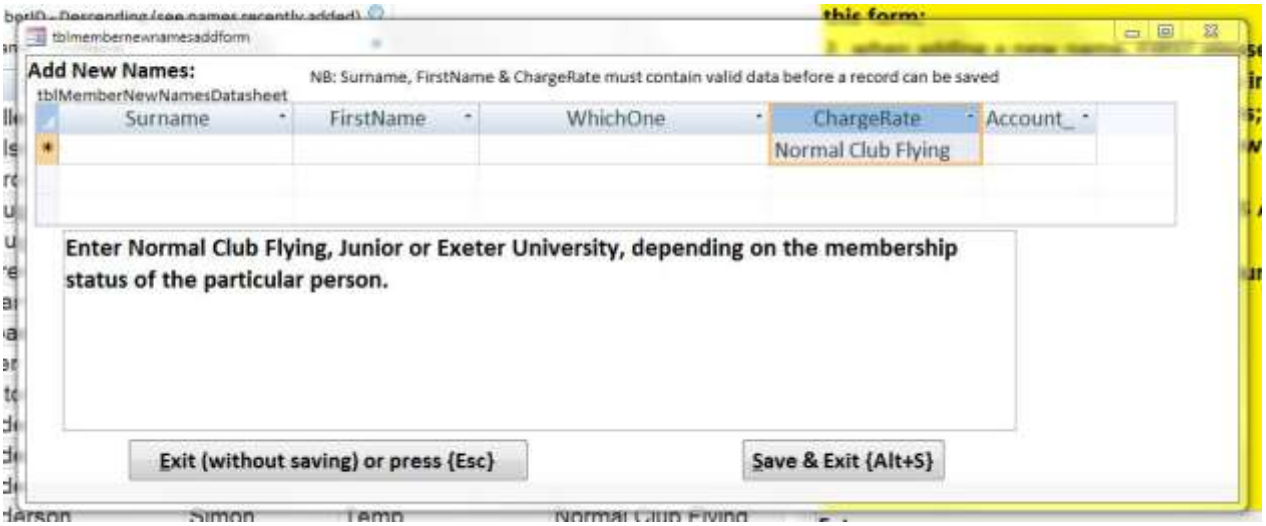
13.9. First enter the surname, as above. Then add the firstname:


tblmembernewnamesaddform
Add New Names:
NB: Surname, FirstName & ChargeRate must contain valid data before a record can be saved
tblMemberNewNamesDatasheet
Surname
FirstName
WhichOne
ChargeRate
Account_
Normal Club Flying
Enter first name. Please avoid abbreviations eg 'David' is beter than 'Dave'. Abbreviations can cause confusion and risk unnecessary duplications in the system. DO NOT ENTER TRIAL LESSON NAMES AS NEW NAMES. Use Trial / Group Lesson Log Format instructions.
Exit (without saving) or press {Esc}
Save & Exit {Alt+S}

13.10. Then check whether any entry needs to be made in “WhichOne”:


tblmembernewnamesaddform
Add New Names:
NB: Surname, FirstName & ChargeRate must contain valid data before a record can be saved
tblMemberNewNamesDatasheet
Surname
FirstName
WhichOne
ChargeRate
Account_
Normal Club Flying
Normally leave the 'WhichOne' field BLANK, unless a member has the same name as another member. For 'Reciprocol Members', enter their 'home' club. For 'Quarterly' or 'Monthly' temporary members, enter the appropriate type of temporary membership and, if known, the date of expiry of their temporary memberhsp, based on the date of their first flight.
Exit (without saving) or press {Esc}
Save & Exit {Alt+S}

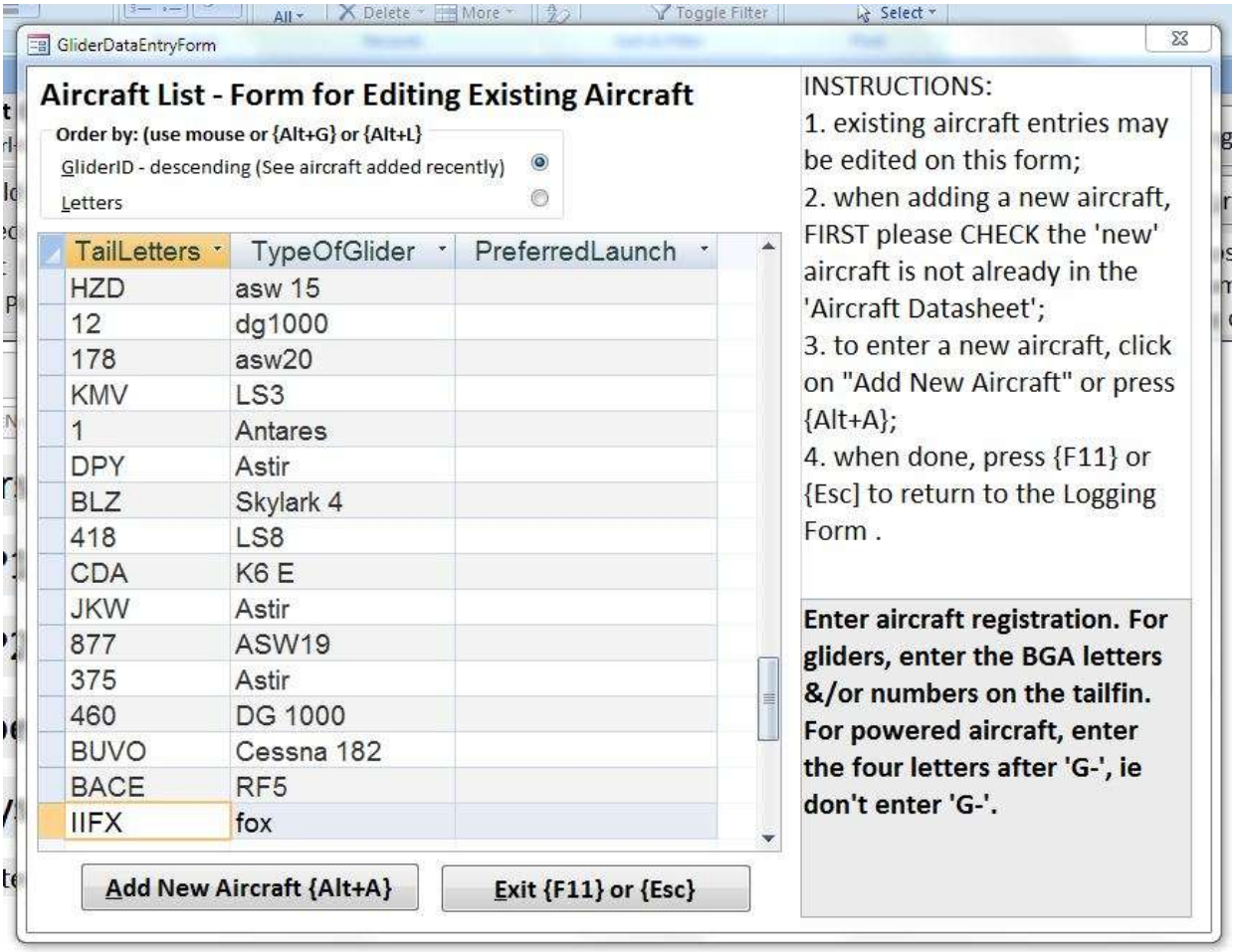
13.11. And finally, enter either “Normal Club Flying”, “Junior” or “Exeter University” depending on the membership status of the particular person.


tblmembernewnamesaddform
Add New Names:
NB: Surname, FirstName & ChargeRate must contain valid data before a record can be saved
tblMemberNewNamesDatasheet
Surname
FirstName
WhichOne
ChargeRate
Account_
Normal Club Flying
Enter Normal Club Flying, Junior or Exeter University, depending on the membership status of the particular person.
Exit (without saving) or press {Esc}
Save & Exit {Alt+S}

13.12. When done, click on “Save & Exit” or press {Alt+S} to return to the names list, check the new name has been entered correctly and then exit from that menu. The new name will then be available on LogForm.

14. New Aircraft

14.1. The process for adding new aircraft is very similar. Again, there are clear on-screen instructions at all stages. Please read the notes and explanations CAREFULLY.


GliderDataEntryForm
Aircraft List - Form for Editing Existing Aircraft
Order by: (use mouse or {Alt+G} or {Alt+L}
GliderID - descending (See aircraft added recently)
Letters
TailLetters
TypeOfGlider
PreferredLaunch
HZD asw 15
12 dg1000
178 asw20
KMV LS3
1 Antares
DPY Astir
BLZ Skylark 4
418 LS8
CDA K6 E
JKW Astir
877 ASW19
375 Astir
460 DG 1000
BUVO Cessna 182
BACE RF5
IIFX fox
Add New Aircraft {Alt+A}
Exit {F11} or {Esc}
INSTRUCTIONS:
1. existing aircraft entries may be edited on this form;
2. when adding a new aircraft, FIRST please CHECK the 'new' aircraft is not already in the 'Aircraft Datasheet';
3. to enter a new aircraft, click on "Add New Aircraft" or press {Alt+A};
4. when done, press {F11} or {Esc] to return to the Logging Form .
Enter aircraft registration. For gliders, enter the BGA letters &/or numbers on the tailfin. For powered aircraft, enter the four letters after 'G-', ie don't enter 'G-'.

15. Medical Certificates & Card Ratings

15.1. Club officers are responsible for keeping records of members' medical certificates and card ratings and their renewals on the office computer and for updating medical and card rating data on the Launch Point laptop computer.

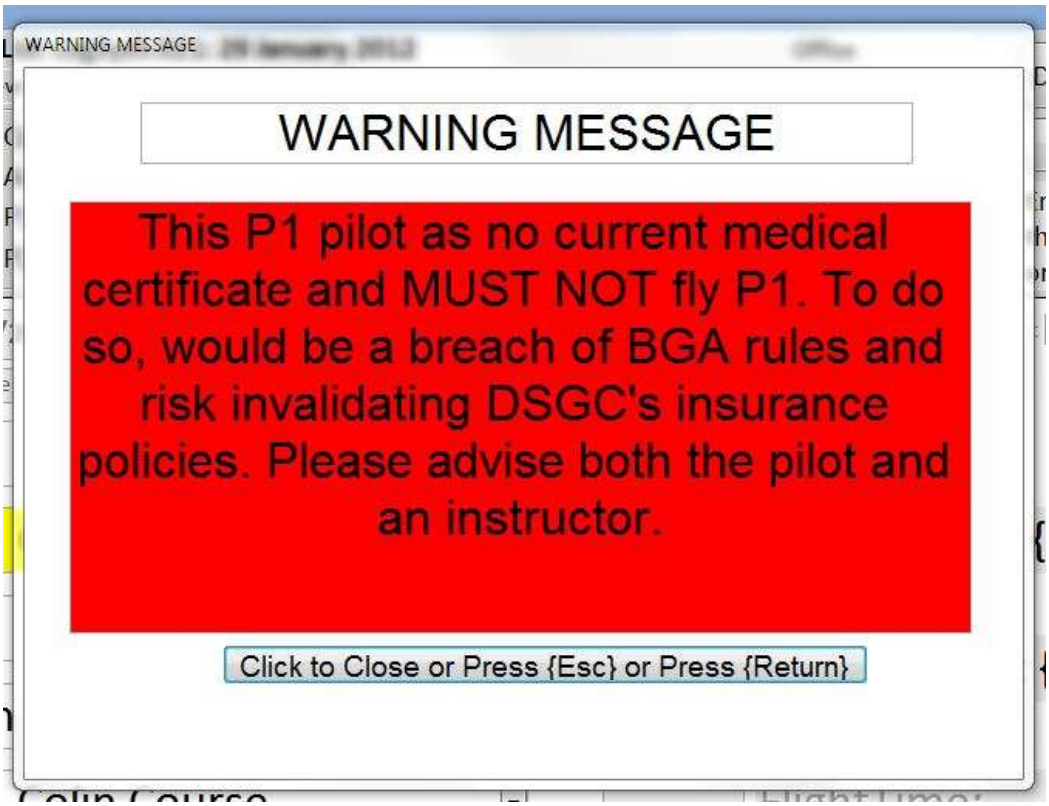
15.2. Whenever a name is entered as P1 into a log record in LogSys5XXX, the program automatically checks that the individual's medical certificate and card ratings are current.

Medical Certificates

15.3. The one that matters the most is the medical certificate. In compliance with the club's insurance policies and BGA regulations, NO-ONE must fly P1 unless their medical certificate is current – whether they intend flying in a club glider or in their own.

15.4. All members and visitors flying P1 must either have deposited their medical certificate (or a copy) with the club (for it to be recorded and filed in the office) or, at the very least, must show it to the duty instructor on the day**. It is NOT sufficient for any individual merely to say they have a current certificate: it must have been seen and checked.**

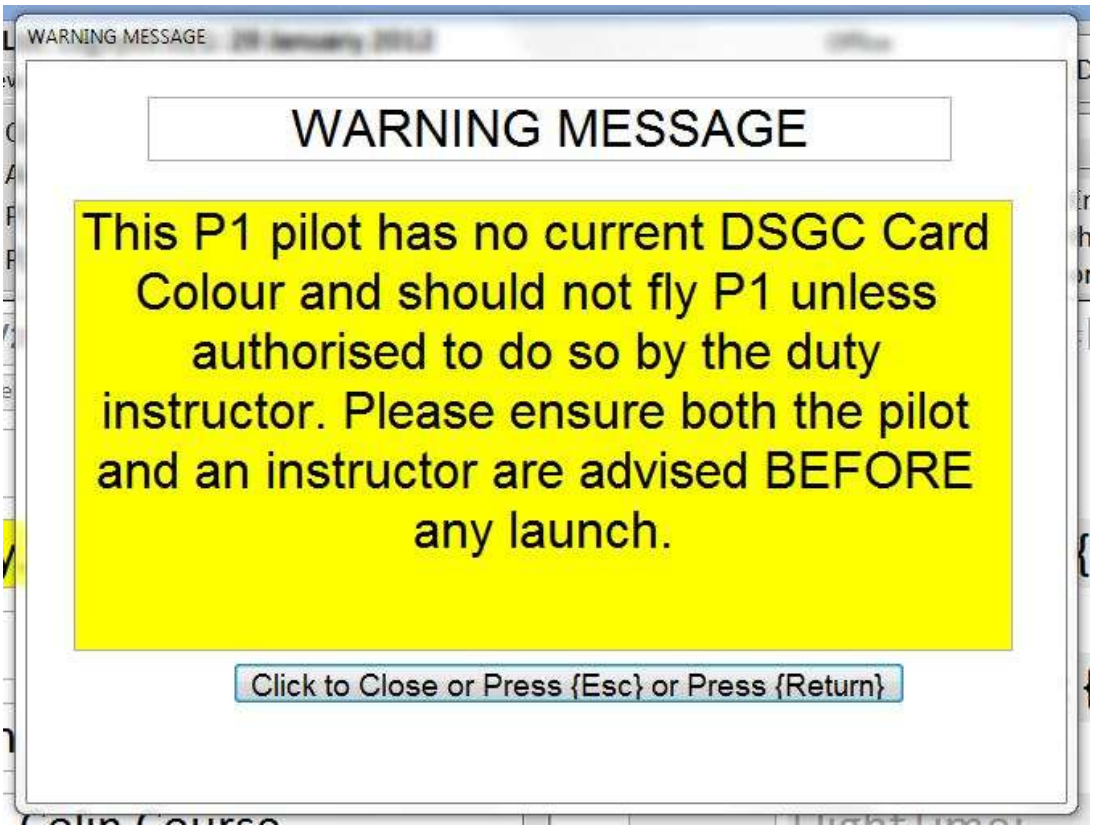
15.5. Where a name is entered as P1 in LogSys5XXX and there is either no record in LogSys5XXX that that individual has a current medical certificate or the record shows that his / her medical certificate has expired, then the following warning will appear:


WARNING MESSAGE
WARNING MESSAGE
This P1 pilot as no current medical certificate and MUST NOT fly P1. To do so, would be a breach of BGA rules and risk invalidating DSGC's insurance policies. Please advise both the pilot and an instructor.
Click to Close or Press {Esc} or Press {Return}

15.6. If this warning appears, then the aircraft must NOT be launched unless and until evidence of a valid medical certificate is produced. Advise both the pilot concerned and an instructor.

Card Ratings

15.7. LogSys5XXX also checks that names entered as P1 have a current card rating. Where the individual named as P1 either has no card rating or his / her card rating is no longer current, then this warning will appear:


WARNING MESSAGE
WARNING MESSAGE
This P1 pilot has no current DSGC Card Colour and should not fly P1 unless authorised to do so by the duty instructor. Please ensure both the pilot and an instructor are advised BEFORE any launch.
Click to Close or Press {Esc} or Press {Return}

15.8. This does not necessarily mean that the aircraft must not be launched. It may be the case, for example, that:

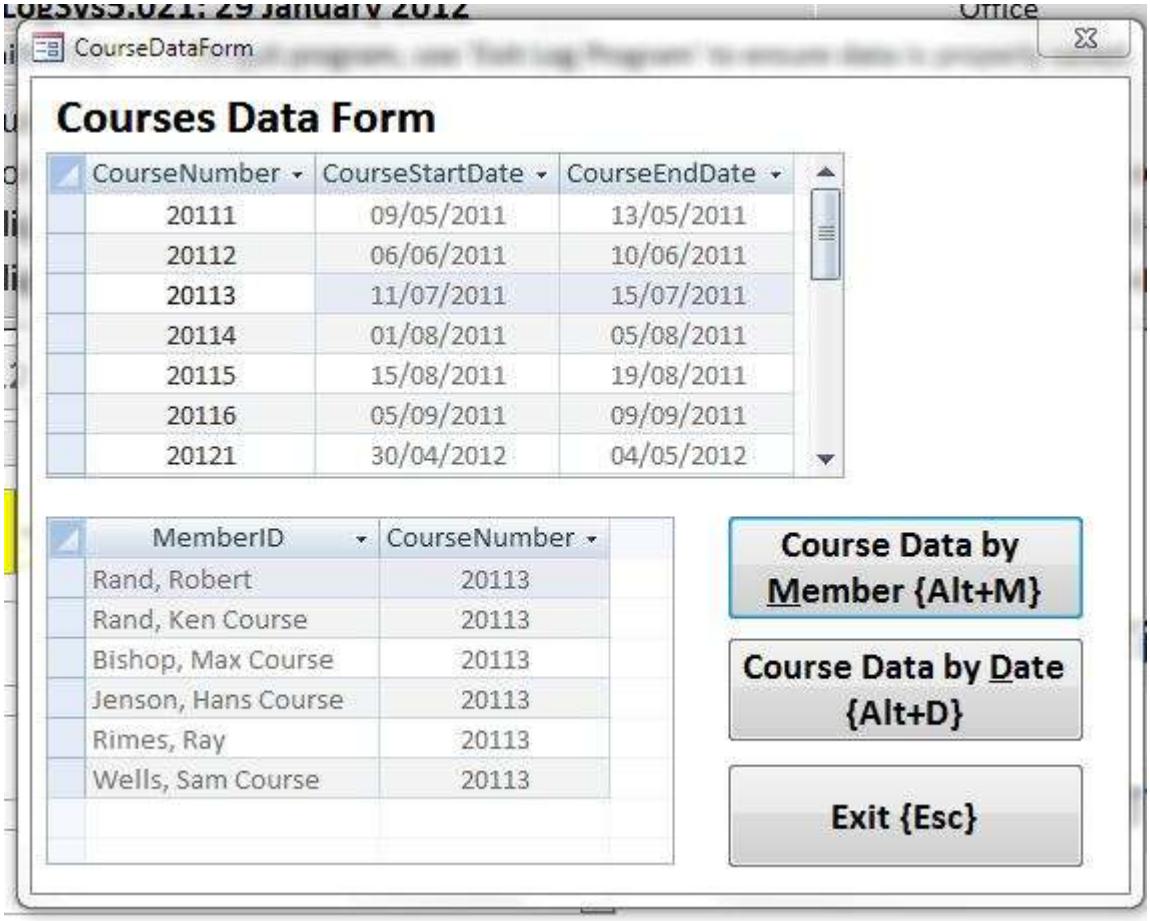
- the P1 pilot is early solo and may not yet have a card of any colour; or
- the P1's card rating has only just expired.

15.9. When the above warning appears, an instructor, at his / her judgement, may permit the individual named as P1 to fly. **But no launch should take place until an instructor has specifically authorised such launch.**

16. Course Data

16.1. Club officers (usually Robert Lee) are responsible for entering course dates and course members. Once that is done, course flights are entered normally and the program will automatically differentiate between normal club flying activities and course flying. See Section 5 above.

16.2. The Course Data button brings up this menu:



16.3. Select the relevant course in the top part of the form and then, using the buttons on the bottom right, summary data about course members flying is then available ordered either by day or by member. On the next page there is an example of “Course Data by Member” for one of the courses in 2011.

16.4. Connect a printer in the clubroom to the laptop by cable and the data can then be printed.

Course Statistics by Course Member

Course from: 11/07/2011 to 15/07/2011

Date	No of Flights	Time (Mins)
Name: Bishop, Max Course		
12/07/2011	7	32
13/07/2011	4	58
14/07/2011	3	158
15/07/2011	2	52
11/07/2011	4	37
TOTALS	20	337
Name: Jenson, Hans Course		
11/07/2011	4	62
12/07/2011	8	35
13/07/2011	3	58
14/07/2011	3	133
15/07/2011	2	51
TOTALS	20	339
Name: Rand, Ken Course		
15/07/2011	2	34
11/07/2011	7	50
12/07/2011	9	44
13/07/2011	7	46
14/07/2011	4	145
TOTALS	29	319
Name: Rand, Robert		
12/07/2011	7	42
13/07/2011	6	61
14/07/2011	1	78
15/07/2011	2	21
11/07/2011	6	46
TOTALS	22	248
Name: Rimes, Ray		
11/07/2011	3	190
12/07/2011	2	12
13/07/2011	4	82
14/07/2011	1	315
15/07/2011	1	6
TOTALS	11	605
Name: Wells, Sam Course		
15/07/2011	3	53
11/07/2011	2	12
12/07/2011	6	27
13/07/2011	7	89
14/07/2011	4	87
TOTALS	22	268
GRAND TOTALS	124	2116

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17. Launch Types

17.1. The table below sets out the various settings that can be entered in the “LaunchType” field. It is important to use the correct setting, as that affects charges to members’ accounts.

TypeOfLaunch	Remarks
A1500	Standard aerotow launches
A2000	
A2500	
A3000	
A3500	
A4000	
A4500	
A5000	
AR1500	When conditions are such that winch launches are not possible but the tug can be used, aerotows may be available at reduced rates, subject to appropriate authorisation. When so authorised, use these settings for aerotows.
AR2000	
NonStandardAT	Use for example when gliders are towed down to the coast or for a long distance retrieve
FreeAerotow	Use for strictly limited occasions eg instructor check flights with CFI or his deputy. See section 7.
FreeWinch	
ElsewhereLaunch	Use when an aircraft lands at NH, having taken off at another airfield or gliding site.
Highfailure	Actual failure: glider cannot land ahead. Soaring charges are payable.
Lowfailure	Actual failure: glider can land ahead. Soaring charge are NOT payable.
Power	A powered aircraft taking off under its own power. eg Falkes, Cessna, Cub, etc
Simulated	ANY training practice launch failure. Reduced launch charge and soaring charge payable.
TugDuty	Tug aircraft undertaking a glider tow
Winch	A normal winch launch
WinchDiscount	Reduced rate winch launch, where the payee has previously had a flight of less than 6 mins. LogSys5XXX automatically determines if this launchtype is applicable. Initially just use “Winch”
WinchOffPeak	Reduced rate winch launch taking place before 10am or after 6pm. LogSys5XXX automatically determines if this launchtype is applicable. Initially, just use “Winch”
PowerClub	Use then the Pawnee is used for normal flying on a chargeable basis. ie any flight other than aerotowing.
Did not Fly	Use when a log record has been created but the flight is abandoned before launch starts.
SelfLaunch	Not currently used. Reserved in the event of a self-launching glider being based at NH.

18. Print Log Records

18.1. This facility enables a summary of all flights for a given day to be printed, when the laptop is returned to the Clubroom. This is intended for use when necessary and, so as not to waste paper, NOT as a regular activity.

18.2. Click on "Print Log Records" at the top right of the LogForm screen and this form will appear:

18.3. The default date is the latest date for which there are log records - and that will usually be for the current days flying. If log records for some other date are required, change the date. When ready, click on "Go!" and the log records for the set date will appear in preview mode for viewing on the screen or printing (using the HP 4180 default printer option), as in the example below for 11 Feb 2012:

Log Records for: 12/02/2015

LogID	Date	Letter	Launch	P1	P2	WhoPays	Notes	ghtTime	unchCharge	uringCharge	ightCost
45944	12/02/2015	HCX	Simulated	Harmer, Peter	Bailey, Anthony	Bailey, Anthony		2	£4.49	£0.42	£4.91
45945	12/02/2015	KHA	WinchDisco	Lawrence, Geoff	Solo	Lawrence, Geoff		4	£4.49	£0.84	£5.33
45946	12/02/2015	R37	Simulated	Wool, Chris	Boyle, Douglas	Boyle, Douglas		1	£4.49	£0.21	£4.70
45947	12/02/2015	HCX	Winch	Harmer, Peter	Bailey, Anthony	Bailey, Anthony		7	£7.60	£1.47	£9.07
45948	12/02/2015	KHA	Winch	Lawrence, Geoff	Solo	Lawrence, Geoff		3	£7.60	£0.63	£8.23
45949	12/02/2015	JZK	A2000	Wright, Matt	Trial Voucher Lesson	Trial Voucher Lesson	kevin parsons 1514 2330 9234	18	£0.00	£0.00	£0.00
45950	12/02/2015	R37	Winch	Wool, Chris	Boyle, Douglas	Boyle, Douglas		4	£7.60	£0.84	£8.44
45951	12/02/2015	DSGC	TugDuty	Courtney, Mark	Solo	Courtney, Mark		9	£0.00	£0.00	£0.00
45952	12/02/2015	HCX	Simulated	Harmer, Peter	Bailey, Anthony	Bailey, Anthony		2	£4.49	£0.42	£4.91
45953	12/02/2015	KHA	Winch	Mew, Chris	Solo	Mew, Chris		5	£7.60	£1.05	£8.65
45954	12/02/2015	R37	WinchDisco	Wool, Chris	Boyle, Douglas	Boyle, Douglas		5	£4.49	£1.05	£5.54
45955	12/02/2015	HCX	Winch	Harmer, Peter	Kane, Paul quarterly 8/5/	Kane, Paul quarterly 8/5	Paul Kane (quarterly 8/5/2015)	9	£7.60	£1.89	£9.49
45956	12/02/2015	KHA	WinchDisco	Mew, Chris	Solo	Mew, Chris		5	£4.49	£1.05	£5.54
45957	12/02/2015	R37	Winch	Wool, Chris	Boyle, Douglas	Boyle, Douglas		5	£7.60	£1.05	£8.65
45958	12/02/2015	HCX	Winch	Harmer, Peter	Kane, Paul quarterly 8/5/	Kane, Paul quarterly 8/5	Paul Kane	8	£7.60	£1.68	£9.28
45959	12/02/2015	KHA	Winch	Hunt, Ian	Solo	Hunt, Ian		10	£7.60	£2.10	£9.70
45960	12/02/2015	JZK	A2500	Mitchell, Ian	Reilly, David	Reilly, David		24	£36.11	£5.04	£41.15
45961	12/02/2015	DSGC	TugDuty	Courtney, Mark	Solo	Courtney, Mark		9	£0.00	£0.00	£0.00
45962	12/02/2015	R37	Winch	Wool, Chris	Rand, Robert	Rand, Robert		6	£7.60	£1.26	£8.86
45963	12/02/2015	KHA	Winch	Hunt, Ian	Solo	Hunt, Ian		7	£7.60	£1.47	£9.07
45964	12/02/2015	R37	Winch	Wool, Chris	Rand, Robert	Rand, Robert		4	£7.60	£0.84	£8.44
45965	12/02/2015	HCX	Winch	Harmer, Peter	Kane, Paul quarterly 8/5/	Kane, Paul quarterly 8/5	Paul Kane	6	£7.60	£1.26	£8.86
45966	12/02/2015	R37	WinchDisco	Wool, Chris	Rand, Robert	Rand, Robert		4	£4.49	£0.84	£5.33
45967	12/02/2015	KHA	Winch	Key, Aston	Solo	Key, Aston		7	£7.60	£1.47	£9.07
45968	12/02/2015	KHA	Winch	Scaife, Joe	Solo	Scaife, Joe		6	£7.60	£1.26	£8.86
45969	12/02/2015	HCX	Winch	Buzza, Ray	Solo	Buzza, Ray		6	£7.60	£1.26	£8.86
45970	12/02/2015	KHA	Winch	Scaife, Joe	Solo	Scaife, Joe		5	£7.60	£1.05	£8.65

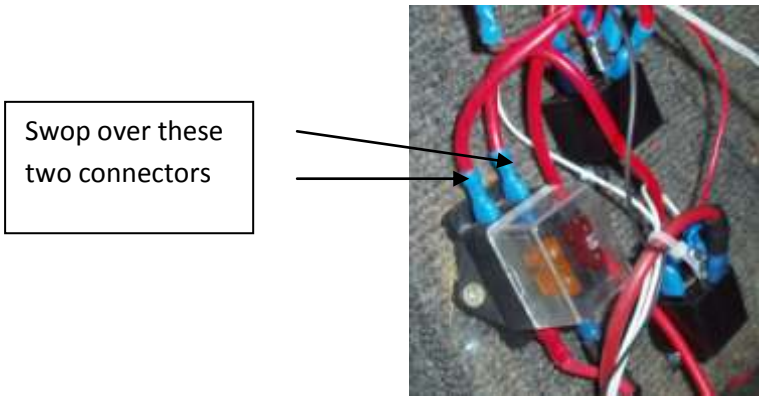
19. The laptop will need to be connected to a printed by cable when it is desired to print either log records (as above) or (as in Section 14 above) course data.

20. Power Management in the Launch Point

20.1. Apart from the LP vehicle's own battery, there are two batteries for logging purposes

- one serves the laptop; and
- the other serves the radios.

20.2. During a flying day, it can happen that the battery supplying the laptop PC can become depleted. If that happens, then the batteries should be swopped over. To do that, open the nearside door and swop over the connectors indicated in the diagram below.



20.3. **At the end of each and every flying day, once the Launch Point Vehicle is back in the motor vehicle hangar:**

- ensure the key on the desktop is turned fully to the **OFF** position;
- connect the charging plug to the nearside of the vehicle;
- check that the charging lights on the chargers are ON; and
- return the laptop PC to the office and plug it into the mains charger, to ensure the PC's battery is fully charged for the next day's use.